ANNEXATION
Zone Change (Rezoning) Application Form
Chapter 17.12 – Zones & Maps

Name of Applicant(s): ________________________________
Address: __________________________ Phone#: ____________________
Name of Proposal: ________________________________
Tax Schedule #: ________________________________
Legal Description: ________________________________

Zone Change (Rezoning) – A request for a change in the existing designated land use. This request must be accompanied by those items outlined in the Palmer Lake Zoning Regulations.

Please fill out the appropriate submission checklist to complete the application.

Location of Property: Section: ___________ Township: ________________
Range: ______________ Quarter section: ______________
Nearest Street Intersection: ______________ Existing Subdivision: ______________

Current Zoning and Uses of Surrounding Property: N: ___________ ______________
E: ___________ ______________
S: ___________ ______________
W: ___________ ______________

Signature of Owner: __________________________ Date: ________________
PROCEDURAL CHECKLIST
FOR
ZONE CHANGE (REZONING)
Chapter 17.12

All initial application will be submitted to the Town office 30 days before the regular Planning Commission workshop.

Planning Commission meetings are held the 2nd & 3rd Wednesday of each month.
Town Council meetings are held the 1st & 2nd Thursday of each month.

All submittals will need to be in compliance with the corresponding Palmer Lake Municipal Code.
Coordination is required with Roads Committee and Water Department

*Recommend United Notification Cost Center (UNCC) be Contacted Prior to Submittal 1-800-922-1987*

Criteria for Zone Change (Rezoning):

✓ The proposed rezoning promotes the health, safety or welfare of the inhabitants of the City

✓ The proposed zoning is consistent with the goals of the Compressive Plan

✓ There has been a material change in the character of the neighborhood or in the Town, so that the proposed zoning would be in the public interest and consistent with the change

✓ The property to be rezoned was zoned in error

✓ The proposal as evidenced by the Site Plan is compatible with surrounding uses or in the case of redevelopment that the proposal is an improvement to the area

✓ The proposal enhances significant natural characteristics of the site by preservation or incorporating the features into the development’s open space

Submittal Requirements:

✓ Plot Plans (17 copies)
  Complete Application (17 copies)

Publication Procedures:

✓ Pay an application fee ($500) to the town clerk

✓ The town office shall prepare and place a legal notice in a newspaper of general circulation and post the property
The following is a general description of the steps involved in processing your **Zone Change (Rezoning) Request** with an estimate of the time required.

<table>
<thead>
<tr>
<th>Day of Submittal</th>
<th>The application is reviewed by the Town Office for its completeness. The project will not be scheduled for the Planning Commission’s review until all the required information has been submitted and the necessary approvals have been obtained for supporting documentation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>After all the required application materials have been received by the Town Office</td>
<td>It will then undergo the review process</td>
</tr>
<tr>
<td>Public notification is sent out 15 days prior to the Planning Commission meeting</td>
<td>Public notice published in newspaper and property is posted.</td>
</tr>
<tr>
<td>The second Wednesday of the month the Planning Commission will have received all the information for the case</td>
<td>The Planning Commission will then have 1 week to review all the information. Any additional request for information will be given to the applicant. <strong>Applicant or Legal Representative must be present.</strong></td>
</tr>
<tr>
<td>On the third Wednesday of the month</td>
<td>The Planning Commission will have prepared its recommendations. <strong>Applicant or Legal Representative must be present.</strong></td>
</tr>
<tr>
<td>On the first Thursday following the Planning Commission final recommendation</td>
<td>Town Council will hear comments from the applicant. Any additional request for information will be given to the applicant. <strong>Applicant or Legal Representative must be present.</strong></td>
</tr>
<tr>
<td>By the second Thursday of the month</td>
<td>Town Council will have made a decision <strong>Applicant or Legal Representative must be present.</strong></td>
</tr>
<tr>
<td>Appeals</td>
<td>Appeals can be filed 15-days after the Town Councils decision</td>
</tr>
</tbody>
</table>

Application must be turned in by: ____________________________

Planning Commission Workshop: ____________________________

Planning Commission Meeting: ____________________________

Town Council Workshop: ____________________________

Town Council Meeting: ____________________________

**All meeting dates are subject to change, based upon Planning commission or Town Council’s request, or at the request of the applicant, without the need to republish, repost or re-mail notifications. Withdrawal by the applicant will necessitate re-submittal with all criteria to be met.**